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Directions for changing symbol sizes for manual labels

1. Label a road with a symbol (i.e. label a highway).
   *See the directions for labels if you do not know how to manually label a road.

2. Using your pointer tool (arrow), double click on the label.

3. In the Properties window, change the text to say a number. Instead of saying US-64 change the text to read 64.

4. Click on the "Change Symbol…" button.

5. Under the Symbol Selector window, you are now able to change the size of the font.
   *Note: This only changes the size of the font. It does not change the size of the symbol.

6. Click "Properties…" button.

7. In the Editor window, click on the "Advanced Text" tab.

8. Under Text Background, click on the "Properties…" button.

9. Change the size of the symbol by typing the number in the square or use the up/ down arrows.
   *You can see the symbol size change on the left side of the window. If the scale marker to fit text square is checked, the symbol will automatically match the text.

10. Click Ok, Ok, Ok, and Ok. Now your symbol should be bigger or smaller. If it is the same size, try the above steps again.